

**JOB DESCRIPTION****Job Title:** Art & Design Tutor**Service Area:** Academic**Line Manager:** Director of Studies**Full Time / Part Time:**  
Part time 3 days per week**Working Hours: 8:30am to 5:15pm**  
**(including 1 hour lunch break)****Job Purpose:**

Putting student learning at the centre of everything they do, the Art & Design tutor will be responsible for delivering at A-Level standard and will assist students with the preparation of portfolios suitable for Higher Education applications.

**Responsibilities:**

- Deliver learning programmes (in the classroom and an online) in line with individual needs of students and across art and design subject areas
- Plan, prepare and deliver highly innovative lesson plans, schemes of work and teaching resources in line with the School ethos and development plan
- Accurately assess student work, give appropriate feedback, and maintain records of students' progress and development
- Be an active member of the School's IV process
- Maintain up-to-date subject knowledge, and devise and write new curriculum materials;
- Be familiar with a range of different learning resources and specialist art equipment
- Raise achievement and student attainment to the highest academic and creative levels, particularly in portfolio development
- Research progression opportunities to HE in Fine Art/Graphic Communication/3D and related subject areas
- Prepare students for progression to HE; facilitate and provide guidance for students applying for Higher Education courses including UCAS applications
- Liaise with the academic study team in supporting an international student cohort
- Manage student attendance, behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of missed attendance and misbehaviour in line with School policies
- Safeguard the wellbeing of students in line with School policy
- Work closely with the School's pastoral team and academic study team in order to guide, induct and manage individual learning needs

- Undergo regular lesson observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)
- Maintain professional standards at all times
- Work towards and contribute to the aims and objectives of the School's and department's development plan

Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility. Work complies with all safeguarding policies and procedures that apply to the role. Behaviours and actions support the safeguarding of children, young people or adults with care and support needs as appropriate.

### **Rehabilitation of Offenders Act**

***“This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”***

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are 'spent' under the provision of the Act.

We are committed to carefully screening all applicants who will work with children, young people and adults with care and support needs [delete where applicable]. All applicants will be expected to undertake employment checks, a Disclosure & Barring Service check and provide previous employment references.

**PERSON SPECIFICATION**

CATEGORY	CRITERIA	Essential = E or Desirable = D	HOW ASSESSED
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Educated to degree level in art and design related subject with QTS</li> <li>▪ (Newly Qualified Teachers will be considered)</li> </ul>	E	Application / Interview
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience in teaching Art and Design at A level</li> <li>▪ Specialist knowledge in Fine Art, Graphic Design and photomedia</li> <li>▪ Be passionate, pro-active and enthusiastic about teaching art and design</li> <li>▪ Well organised with excellent classroom management</li> <li>▪ Ability to work independently</li> <li>▪ Ability to work collaboratively in a small team and team</li> <li>▪ teachIT knowledge</li> </ul>	D  E  E  E  E  E	Application/Interview  Application/ Interview  Teaching observation  Application /interview  Application/Interview
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>▪ Enhanced DBS Check.</li> <li>▪ Knowledge of confidentiality.</li> <li>▪ Knowledge of Safeguarding children, young people and adults with care and support needs.</li> </ul>	E  E  E	Interview  Interview  Interview